



Taking a Course

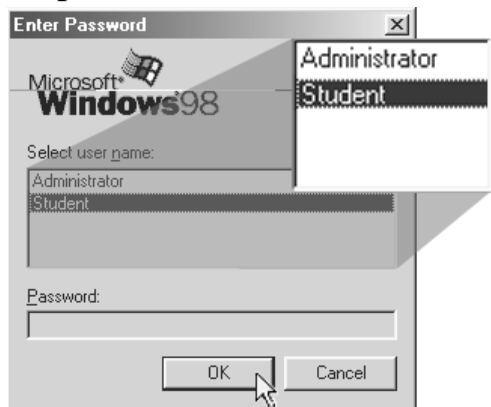


Commission on Peace Officer
Standards and Training

This job aid is for California law enforcement officers who are taking multimedia courses on computers with Manager's Edge™.

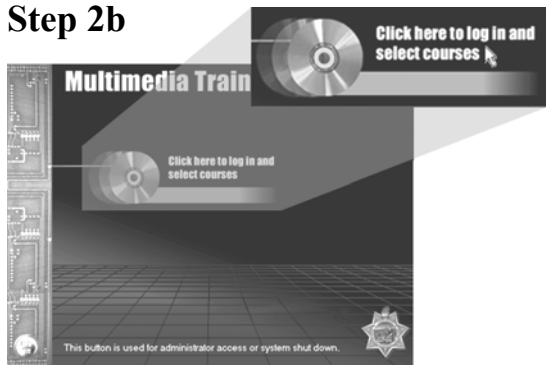
Step 1 Turn on the computer. If the computer is already turned on, proceed with Step 2a, Step 2b, or Step 2c, depending on the screen display.

Step 2a



Click Student, then click **OK**. Proceed to Step 2c.

Step 2b



Click the text as directed. Proceed to Step 2c.

Step 2c

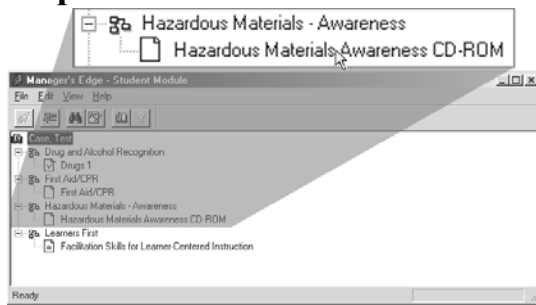


Enter your login name and password. Click **Login** to continue.

Note: Your login name is normally your first initial and last name. Your default password is your social security number without dashes.

(Over)

Step 3

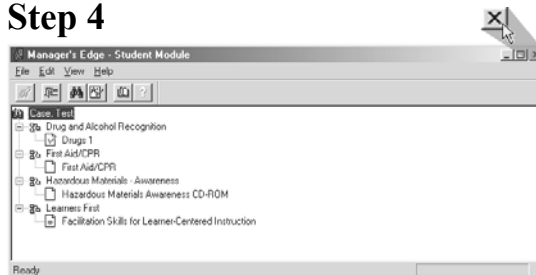


Place the cursor over the title of the course you wish to take. After a short wait, a course description will appear.

Insert the CD-ROM disc in the drive. Allow about ten seconds for the drive to read the CD-ROM disc.

Double click the course title. When you are finished with the course, use the **Exit** button in the course to return to Manager's Edge.

Step 4



To take another course, double click the appropriate title.

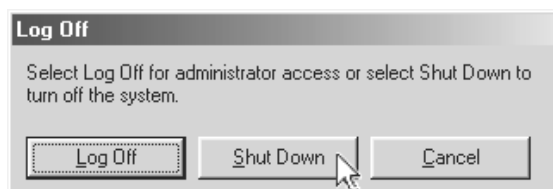
To close Manager's Edge, click the **X** in the top right corner.

Step 5



The computer will normally remain on with the student screen displayed.

If the computer is to be turned off, click the **Log Off** button in the lower left corner of the screen.



Click **Shut Down** and turn off the power to the computer when the shut down process is complete.

Congratulations, you have completed the job aid for taking a POST multimedia course.

Please keep this job aid on file for use with other courses.